

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on January 12, 2022, at 1:00 pm at the District office. Board President Cahill presided.

ATTENDEES:

Directors: Gene Helberg, Tom Cahill, Seth Price, Jerry Turley, Alida Tinch
District Employees: Julie Spencer, Sergio Lopez, Cindy Inabnit
Engineering: Jeff Cicon P.E, Morrison Maierle
Public: Marc Liechti APEC Engineering, John Edwards Settlement Developer (Zoom)

Pledge of Allegiance

READ AND APPROVE MINUTES:

The minutes of the December 15, 2021, General Board Meeting were reviewed for approval. Helberg made a motion to approve the minutes, Tinch seconded, and it was unanimously.

RESOLVED, That the minutes of the December 15, 2021, Board Meeting be approved.

PUBLIC COMMENT

Discussion was had regarding the stages of the Settlement Project by Liechti and Edwards. The Board asked why was there a difference in DEQ Submittal to what the District and Cicon of Morrison- Maierle reviewed? Edwards asked the Board if they would consider Bonding for the other phases of the project? Helberg and Cahill said they would consider it, but it would be at least 150% to 200% of the cost. Cicon will get back to the Board with an estimate after he gets more information from APEC.

READ AND APPROVE AGENDA

Cahill asked for discussion, no further discussion Price made a motion to approve the agenda, Helberg seconded, it was unanimously.

RESOLVED, That the Agenda be approved

CONSENT AGENDA

Cahill asked for discussion, no further discussion Price made a motion to approve, Tinch seconded, it was unanimously.

RESOLVED, That the Consent Agenda be approved.

NEW BUSINESS

None

OLD BUSINESS

Operations Report- Cahill asked for discussion, no further discussion Lopez gave the report. Price made a motion to approve the Operators Report, Turley seconded, and it was unanimously.

RESOLVED, That the Operators Report be approved as submitted.

Engineering update, Jeff Cicon

Water System

Task Order #36: Bay Sewer Replacement Project

- No update, the project is under a stop work order.

Task Order #37: Water Tank and Transmission Line Project:

- We have reviewed several submittals, including the precast concrete, site electrical, pipe & appurtenances, tank mixer, valve vault, and aggregate. We are anticipating the new water tank submittal soon.
- We met with Ben Schendel (MDT) on December 22 to discuss the road design through Icebox Canyon. MDT has completed their preliminary design for this project. The new road design calls for ditches on each side of the road that will conflict with the proposed 16" transmission main, existing 12" transmission main and existing 6" sewer force main. There is a lot to discuss moving forward, but after much discussion, it was determined that the design of the new 16" transmission main should be modified to avoid future conflicts. Morrison-Maierle is modifying the design and will submit to the District for comment.

Task Order #39: Preliminary Engineering Report Update & Sewer Modeling

- The Preliminary Engineering Report (PER) process will require two or three public meetings to review the planning process. These meetings are typically not well attended by the general public but are a good opportunity for District staff and board to discuss the projects and reprioritize as needed. Meeting minutes are taken and included in grant applications. The meetings should be scheduled in advance so they can be advertised. We recommend the water and sewer public meetings be combined into a single meeting. The scope of the meetings will generally be as follows:
 - Meeting #1 Scope (March 2022)
 - Discuss the PER process
 - Review current situation (water use, sewer flows, etc.)
 - Outline deficiencies in the system
 - Solicit public input
 - Meeting #2 Scope (April 2022)
 - Review improvement alternatives
 - Review the environmental impacts of potential projects
 - Discuss funding strategy
 - Solicit public input

Task Order #39 (Continued):

- Meeting #3 Scope (optional)
 - Review proposed project in greater detail
 - Review funding strategy
 - Solicit public input

ARPA Competitive Grant Application Round 2:

- We met with the Construction Committee and District staff on January 4 to discuss future capital improvement projects and projects to submit for ARPA competitive grants due on January 14. After discussion, it was determined the following projects will be submitted:
 - West Trunk Sewer & Rehabilitation Project: This project would include the first phase of the west trunk sewer replacement, manhole rehabilitation in Harbor Village and Lake Pointe, and new standby generators for the North Lift Station and Harbor Village #1 Lift Station.
 - Chapman Hill PRV and Sunset Drive AC Water Main Replacement Project: This project would include the Chapman Hill PRV Project, replacement of an Asbestos Cement water main on Sunset Drive, and a larger standby generator at the Ramsfield well site (the existing generator can only run two pumps running concurrently).

Board Action Item: *Approval of matching fund letters and Grant Certification Forms. The Board has the following options:*

1. *Approve matching fund letters and Grant Certification Forms*
2. *Other as recommended by the Board.*

Cahill asked for discussion Motion to approve Matching Funds Letters for West Trunk and Chapman Hill PRV Projects, no further discussion Price made a motion to approve, Tinch seconded, it was unanimously.

RESOLVED, That the Motion to approve Matching Funds Letters be approved.

Cahill asked for discussion regarding Grant Certification Forms, no further discussion Price made a motion to approve, Tinch seconded, it was unanimously.

RESOLVED, That the Grant Certification Forms be approved.

Development Review

The following table provides an update on the development projects in the District.

Development	Plan Status	Project Status
The Settlement	Approved by MMI	<ul style="list-style-type: none">● Pre-construction conference held on 11/2/2021● Plan to start in the spring of 2022● MMI reviewed lift station design and options with Gorman Rupp on 11/30/2021● Developer has requested bonding for the water main looping

		<ul style="list-style-type: none"> • <i>Board considering allowing developer to Bond.</i>
Saddlehorn No. 11	Approved by MMI	<ul style="list-style-type: none"> • Under construction, the developer has not provided an updated construction schedule. • <i>Make them wait until Spring to verify that the punch list is complete before moving forward per Spencer</i>
Blenn St. Water and Sewer Extension	Not Submitted	<ul style="list-style-type: none"> • No update/status unknown
The Fort Subdivision	Approved by MMI	<ul style="list-style-type: none"> • No update/status unknown • <i>Discussion was had regarding Bonding on this project also</i>
Harvest Foods Sewer Main Relocation	Approved by MMI	<ul style="list-style-type: none"> • No update/status unknown • <i>Small discussion update given by Spencer</i>
Ridgeview Lot 5	Not Submitted	<ul style="list-style-type: none"> • No update/status unknown

COMMITTEE REPORTS

Annexation, Main Extensions & Construction Helberg & Cahill

- Account 1799-00 and 1800-00 On going
- Ranch Contract- Ranch -Spencer they will schedule a meeting. As soon as possible we need to discuss charging them for maintenance and agree on a Contract.

Purchase of Additional CD Investment –..... Price & Tinch

- FDIC Investments- Spencer to set up meeting with committee to discuss investment policy.

Employee Insurance, Compensation & Certification & Safety Helberg & Cahill

- Review of Employee Handbook – on going. Cahill would like it done for next month.

Pretreatment RegulationsPrice & Tinch*

*Budget & Rate Structure *..... Helberg & Cahill*

- *Asset Replacement Valuations*
- Hook up Rates* Cahill would like it done by May.
- Work on Budget in April

Rules & Regulations Price & Turley

- *Rules and Regulations* - ongoing we have the mark ups from Cicon, we will be adding his comments and rates. We need to look at the FOG requirements, Price will be giving his mark ups to Wildeman to add and then we will have a final review. Cahill would like it done for January. *No action November or December.*

Farmland.....Helberg & Turley

Helberg and Turley would like to meet with operations, Spencer, and the farmer to decide on a location for

the new shop building.

COMMUNICATIONS

Board Leadership Training- the Board agreed this would be an asset and Spencer will send out Zoom invites. This will be held on February 23rd in the morning.

Credit Card Disputes- Inabnit informed the Board of the credit card billing dispute and stated that she will keep working on it to get it solved.

Planning & Zoning Correspondence- Cahill informed the Board in regards to his meeting that him and Senator Keenan had with the Board President and requested that Spencer type up a follow up letter and he will sign it.

Price made a motion to adjourn. Tinch seconded, and it was unanimously.

RESOLVED that the public meeting be adjourned at 2:18 p.m.

Secretary, Mimi Wildeman

Minutes approved by:

President Tom Cahill